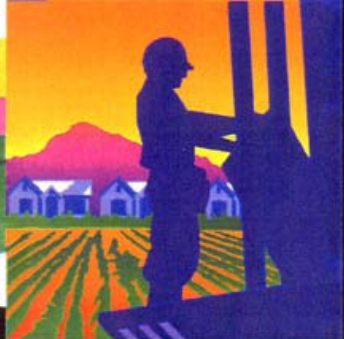
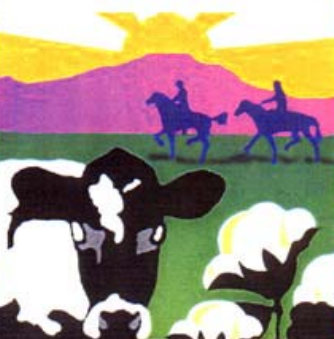
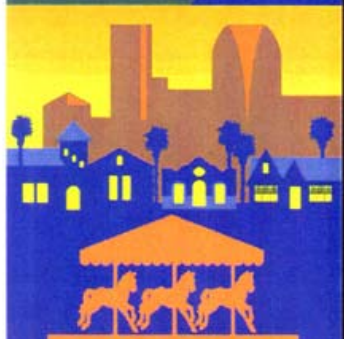
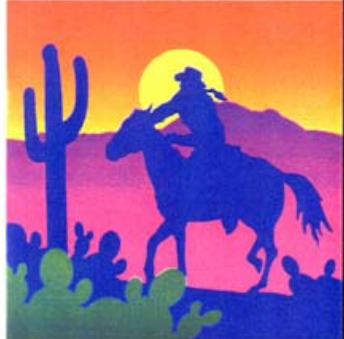
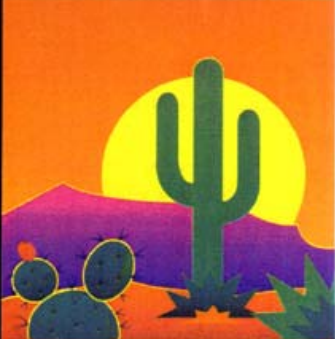


# THE VILLAGE PLANNING HANDBOOK

A Guide for the Establishment  
and Operation of Village  
Planning Committees as  
Approved by the Phoenix City  
Council July, 1986



CITY OF PHOENIX

## TABLE OF CONTENTS

Introduction .....	1
Resolution .....	2
City Council Appointment of Village Planning Committee Members and Terms .....	3
Committee Rules of Operation.....	5
Village Planning Committee Activities.....	7
I. Development of Area Plans for Village Cores and other areas.....	7
II. General Planning Activities .....	7
III. Points to Consider In Reviewing Rezoning Requests.....	9
IV. Points to Consider When Reviewing Variance Requests .....	10
Procedure for Village Committee Zoning Case Reviews .....	11
Appendix A - Agendas .....	12
Appendix B - Minutes.....	14
Appendix C – Role of the Village Planner.....	18
Appendix D- Activities of Departments that Work Closely with the Planning Department .....	20
Resource Materials for Village Committee Members.....	21

**Prepared by the city of Phoenix Planning Department**

Upon request, this publication will be made available within a reasonable length of time through appropriate auxiliary aids or services to accommodate an individual with a disability. This publication may be made available through the following auxiliary aids or services: large print, Braille, audiotape or computer diskette. Contact Theresa Damiani at 602-262-6368/v or 602-534-5500/ TTY Relay.

## INTRODUCTION

On October 2, 1985, the Phoenix City Council officially adopted the General Plan for Phoenix 1985-2000, a document designed to guide the direction of future growth in our urban area to the year 2000. The Plan includes a land use map, summary text and 16 Plan elements including all 15 required by State Statutes. On December 5, 2001, the City Council adopted a major update of the General Plan. The voters ratified the adopted General Plan on March 12, 2002, by 78%.

The General Plan directs the establishment of one council appointed Village Planning Committee for each urban village to provide citizen input in planning the community.

Village Planning Committees provide guidance on a wide range of city-wide and local issues. The basic principles underlying the implementation of the General Plan concept are threefold:

- Balancing housing and employment opportunities,
- Concentrating intensity in village cores, and implementing the urban village model,
- Promoting the unique character and identity of each village.

In addition to carrying out the adopted General Plan, the Village Committees are to remain familiar with current development trends in their villages and the desires and needs of the village and to provide recommendations on general plan amendments, rezoning applications, zoning ordinance text amendments, and those variance requests in overlay districts that would result in an increase of 20% or more in the allowed building height, lot coverage, or the building setback when being considered in the same application for a height variance and other subjects as requested.

**RESOLUTION NO. 16870**

**A RESOLUTION ADOPTING THE  
VILLAGE PLANNING HANDBOOK**

---

WHEREAS, on October 2, 1985, the Phoenix City Council adopted the Phoenix General Plan 1985-2000; and

WHEREAS, the Plan states that the Village Planning Committees shall continue to participate in the planning process by assisting the Planning Commission in the performance of its duties; and

WHEREAS, the Plan specifies certain guidelines, procedural policies and duties for Village Planning Committees; and

WHEREAS, the Plan directs that a revised Village Planning Handbook including the guidelines in the Plan, other procedural policies and committee duties be submitted to the Planning Commission and City Council for review and approval; and

WHEREAS, an Ad Hoc Subcommittee of the City Council on the Village Planning Handbook was appointed to make recommendations to the City Council regarding proposed revisions; and

WHEREAS, after receiving input from the Village Planning Committees, Planning Department staff, representatives of various sectors of the community, and the general public, the Subcommittee recommended the adoption of a revised Village Planning Handbook; and

WHEREAS, the revised Handbook was submitted to the Planning Commission and City Council for review and approval;

NOW, THEREFORE, BE IT RESOLVED that the Phoenix City Council hereby adopts the Village Planning Handbook as set forth in the attached text, which text is by this reference incorporated herein and made a part hereof.

PASSED by the Council of the City of Phoenix this 23rd day of July, 1986.

---

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
ACTING CITY ATTORNEY

REVIEW BY:

\_\_\_\_\_  
ASSISTANT CITY MANAGER

**CITY COUNCIL APPOINTMENT OF  
VILLAGE PLANNING COMMITTEE MEMBERS AND TERMS**

The Village Planning Committees are responsible to, and shall serve at the pleasure of, the City Council. Village Planning Committees shall be appointed by the City Council and be composed of no more than 21 members each, representing all segments and geographic areas of their community. Laveen shall have up to 17 members, Desert View shall have up to 15 members and North Gateway and the new village (Northwest Annexation area) shall have up to 13 members (for four years from creation of the village or until activity in the area warrants an increase in members).

- **Village residents:** Persons whose primary residence is in the village.
- **Development and real estate industry:** architects, planners, home builders, real estate brokers/salespersons, industrial, commercial developers.
- **Business and professional community:** representatives in fields such as local and regional business, finance, engineering, communication and law.
- **Educational interests:** school board members, parent-teacher organization members, teachers, administrators.
- **Trade, service, manufacturing interests:** representatives in fields such as agriculture, mining, construction, and manufacturing.
- **Neighborhoods:** Representatives of active neighborhood organizations located within the village.

The Council will attempt to seek balanced representation from the above groups that live or work within the Village. At least 75% of the members shall reside at least eleven months of the year at a property of record or location within the village. Up to 25% may work at a business in the village on a full-time basis, but live outside the Village or outside of the City. The Laveen, North Gateway, and New Village (Northwest Annexation Area) contain areas that remain largely unpopulated or contain large county islands. An exception shall be made for these three villages which is: may include residents of nearby villages or who work in the village until a population threshold of 50,000 is met.

Village Planning Committees will be appointed by the City Council and the Mayor. The Mayor will appoint two members of each Village Committee with the remainder of the members appointed by Council members on a proportional basis based on the council district's land area in the village. Appointments shall be made as indicated on Page 4.

**VILLAGE PLANNING COMMITTEE APPOINTMENTS**

<b>VILLAGE</b>	<b>COUNCIL DISTRICT</b>	<b>NUMBER OF COUNCIL APPOINTMENTS</b>	<b>MAYOR'S APPOINTMENTS</b>	<b>TOTAL</b>
Ahwatukee Foothills	District 6	18	2	21
	District 8	1		
Alhambra	District 4	6	2	21
	District 5	9		
	District 6	4		
Camelback East	District 3	1	2	21
	District 4	1		
	District 6	13		
	District 8	4		
Central City	District 7	3	2	21
	District 8	16		
Deer Valley	District 1	14	2	21
	District 2	4		
	District 3	1		
Desert View	District 1	1	2	15
	District 2	12		
Encanto	District 4	10	2	21
	District 8	1		
	District 7	8		
Estrella	District 4	1	2	21
	District 7	18		
Laveen	District 7	15	2	17
Maryvale	District 4	4	2	21
	District 5	9		
	District 7	6		
North Gateway	District 1	7	2	13
	District 2	4		
North Mountain	District 1	6	2	21
	District 3	11		
	District 5	1		
	District 6	1		
Paradise Valley	District 2	9	2	21
	District 3	10		
South Mountain	District 6	1	2	21
	District 7	8		
	District 8	10		
New Village (Northwest Annexation Area)	District 1	11	2	13

Appointments will be for two years. A chairperson shall be elected annually by the committee membership and be limited to two consecutive one-year terms.

The City Code (Part II, Chapter 2, Article 2, Section 2-40) states that, when an appointive member of any board, commission, or committee fails to attend three consecutive regular meetings or fails to attend 50 percent or more of the regular meetings held during the calendar year, the City Council may declare such member's seat vacant and the term expired.

## COMMITTEE RULES OF OPERATION

It is strongly urged that each planning committee establish rules of operation. The following rules should be followed by all committees:

1. A majority of appointed members of a committee shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present at a committee meeting shall be necessary to take formal action.
2. Each committee shall have a chairperson and a vice-chairperson. The committee may elect a secretary to handle correspondence. The Planning Department will provide a paid secretary to take the minutes of full committee meetings.

Elections shall be held in November or December of each year with terms of office beginning on the first day of the New Year. In the event that the office of chairperson is vacated during the course of the year, it shall be filled by the vice-chairperson immediately upon the occurrence of the vacancy for the remainder of the year. The committee shall, preferably at the time of the next normally scheduled meeting after the vacancy occurs, elect a member of the committee to fill the vacated vice-chair position for the remainder of the year.

If the position of vice-chair is vacated during the course of the year, by resignation, removal or death, the committee shall, preferably at the time of the next normally scheduled meeting after the vacancy occurs, elect a member of the committee to fill the vacated vice-chair position for the remainder of the year.

3. The Planning Department will appoint a planner to work with each village. This planner shall work with the chair and the committee to set the agenda and facilitate the meetings. The village planner shall also coordinate research on planning issues as they arise. This includes working with developers, neighborhood interests, city staff in phoenix and other jurisdictions and the village committee itself.
4. All committee meetings must be open to the public. Arizona open meeting laws require that an itemized committee agenda be posted for twenty-four (24) hours prior to each meeting. The agenda will be developed jointly by the village planner and the village chair eight days before the meeting so that the public posting and mailings can be made (See Appendix A). This requirement also pertains to subcommittees regardless of whether a quorum is present. All or any part of a committee meeting may be recorded by any person in attendance by means of a tape recorder, camera, or other means of sonic reproduction, provided that there is no active interference with the meeting.
5. A record shall be maintained of the committee's meetings and actions. The secretary employed by the Planning Department or another designated member of the committee shall be responsible for recording and submitting meeting minutes to the Planning Department within two weeks of the meeting date (See Appendix B). The village planner will prepare a marked agenda the day following the committee's meeting for staff and Council use. A subcommittee member shall submit brief minutes of any subcommittee meetings within two weeks.
6. Votes of individual committee members shall be recorded as yes, no, or abstain. Therefore, roll call votes should be taken on all items.

7. A committee member shall refrain from participating in the discussion of or activity on any matters in which a conflict of interest exists. A conflict of interest occurs when a committee member participates in the discussion or decision of a matter that could have a favorable or unfavorable impact on the pecuniary or proprietary interests of the member or the member's relative. Conflicts can arise very easily. For example, family members or business associates may have direct or indirect financial interest in subjects discussed by Village Planning Committees. The ultimate obligation for complying with the conflict of interest laws lies with the individual. A committee member convicted of violating the conflict of interest laws is subject to criminal penalties and forfeiture of office. The City Attorney's Office is available to advise any person who thinks he or she may have a conflict of interest.
8. Each committee shall hold regular meetings at least every 60 days. Consent by a majority of committee members shall be needed if meetings are more than 60 days apart. Committees are strongly urged to hold monthly meetings in order that they may have an opportunity to comment on all development proposals and to provide ample opportunities for public input on topics that should be addressed.
9. Committee meetings shall be held in places accessible to the public and to the disabled community.
10. Any matters not specified in the Village Planning Handbook shall be governed by Roberts Rules of Order.

## VILLAGE PLANNING COMMITTEE ACTIVITIES

Village Planning Committees should focus on keeping the General Plan for Phoenix reflective of the long range vision for their village and providing recommendations to elected and appointed officials, city departments, private developers and neighborhood groups that help implement that vision.

The Village Planning Committee activities include the following:

### I. DEVELOPMENT OF AREA PLANS FOR VILLAGE CORES OR OTHER AREAS.

Detailed area plans may recommend changes to the General Plan or to the Zoning Ordinance including overlay districts:

### II. GENERAL PLANNING ACTIVITIES

General Planning Activities shall include:

#### A. Identify areas or provisions of the General Plan which need refinement and updating.

- Monitor the General Plan (Ongoing Activity).

Monitor and identify changing conditions/community sentiments that may impact implementation of the General Plan. Suggest alternatives to the General Plan at appropriate intervals when the General Plan is reviewed for possible amendment. This would include a review of development activity, land use change, and zoning trends occurring in the Village as provided by staff on at least an annual basis.

- Obtain public input at least once annually by holding a public forum within the village in connection with the annual review of the General Plan.
- Provide major input on the update of the General Plan Land Use Map and all General Plan elements prior to the next state required public vote in 2012.

#### B. Identify problems and needs related to implementation of the General Plan.

- Prioritize Village Needs (and Desires).

There are countless needs (and desires) to be addressed City-wide and within each urban village. The following activity may help to provide guidance to the City in allocating scarce resources. The project is intended to provide guidance in two areas:

- What major concerns and projects are most important to the residents and employees of the village?
- What means are available to implement them?

This project outline will be refined and developed into an annual work program for Village Planning Committees.

- Prioritize appropriate proposals and recommendations pertaining to the Village by functional element: (consider appointment of subcommittee for individual topics)

**EXAMPLE:**

**Recreation Element**

**Priority**

1. Develop Red Rock neighborhood park
2. Purchase community park site in northwest portion of village
3. Complete acquisition of Red Rock mountain preserve

**Public Buildings Element**

**Priority**

1. Build the addition to Red Rock library
  2. ....
- Prioritize all recommendations for the man-made, natural, and social environment within the Village.

**Priority**

1. Improve housing conditions in the Red Rock Neighborhood
  2. Develop Red Rock neighborhood park
  3. Build a bridge over the Red Rock River
  4. ....
- Review methods, types of implementation with appropriate staff/agencies. Recommend potential location, design, timing, types of improvements, etc.

C. Define in greater detail the intended future function, density, and character of subareas of the Village.

- Review and refine Village Character Plans (map and text)

The Land Use element of the adopted General Plan for Phoenix states:

Goal 12. The unique character and image of each village should be retained and enhanced.

Recommendation: Emphasize the character and image of each village. In all zoning recommendations and stipulations, zoning adjustment actions and other city decisions.

The Village Planning Committees have described the general image of their present and desired village character.

The task before the city of Phoenix is to preserve, enhance, and create varied character that provides a choice of lifestyle within and for each urban village.

A refined character plan, emphasizing methods of implementation, could be considered as a local guide for property owners, staff, Planning Commission, and City Council in developing standards or rezoning stipulations that encourage quality growth.

Topics for consideration may be tailored to the unique characteristics and interest within each village. Potential topics may include:

- Developing themes of unity and interest: landscaping, streetscaping, signage,
- Enhancing opportunities for cultural and entertainment events, public assembly,
- Strengthening neighborhood cohesiveness, community association, and minimizing barriers to interaction, etc.
- Developing plans for subareas of the village,
- Coordinating with special study area committees, or neighborhood groups doing detailed planning,
- Establishing Special Planning Districts

D. Comment on proposals for new zoning districts or general plan amendments.

- Review zoning ordinance text amendments for usefulness in carrying out the goals, policies, and recommendation of the General Plan and the Village character and subarea plans.

### III. **POINTS TO CONSIDER IN REVIEWING REZONING REQUESTS**

- Is the request consistent with the General Plan map?
- Does the request support the General Plan's goals such as the following:
  - Provide a balance of housing units and jobs
  - Create residential, shopping, employment, recreation and public uses in each village
  - Develop a mini-downtown, pedestrian oriented core
  - Provide single-family and multi-family housing in different lot sizes and densities, including affordable homes to luxury homes
  - Locate schools, parks, shopping and high density uses close together to minimize the number and length of trips
  - Promote the unique character of each village and strengthen existing neighborhoods
- Are there any area, specific, neighborhood or redevelopment area plans that affect the village? If so, is the proposal consistent with their policies and land development standards?
- Does the proposal support known village or city development policies such as the Camelback East Residential-Office Study For 44th Street?
- What is the proposal's relationship to surrounding land uses and zoning patterns? What is the zoning history of the site and adjacent parcels?

- What are the impacts on adjacent land uses?
  - Traffic
  - Density
  - Height
  - Environmental- noise, odor, light, etc
  - Character and life style
  - Infrastructure needs
  - Historic structures
- Can these impacts be satisfactorily mitigated through legal stipulations?
- How does the proposal support and strengthen the adjacent communities?
- Is there other vacant zoned land which could accommodate the use? How much land? Does this request promote speculation and overzoning?
- Is the proposed site plan consistent with Crime Prevention Through Environmental Design Principles?
- Does the plan preserve and protect the natural environment such as hillsides, washes, vegetation, outcropping and views?
- Does the proposal encourage use of transit?
- Does the proposal reduce traffic or traffic conflicts by providing access to adjacent areas or similar customers?
- Do the site plan and elevations, if a large project, provide an interesting streetscape which avoids monotony and garagescape and provides usable open space and other amenities?
- How do area residents and neighborhoods feel about the proposal?
- What are the reasons for the committee's recommendation?

**IV. POINTS TO CONSIDER WHEN REVIEWING VARIANCE REQUESTS**

Section 307 of the Phoenix Zoning Ordinance establishes the ability of the city of Phoenix to review requests for variances to any terms or standards contained in the ordinance. The variance hearing process is a quasi-judicial function and is intended to address those instances when, because of special conditions, a literal enforcement of the ordinance provisions would result in an unnecessary property hardship. Variance requests are not acted upon by the City Council. In fact, input on variances from City Council members, like any other court matter, is considered to be a conflict.

The Zoning Administrator and the Village Planning Committee members must ensure that each of the following tests are met when determining the viability of a variance request:

- There must be special circumstances applying to the land, building or use referred to in the application that do not apply to other properties in the same zone
- Such special circumstance were not self-imposed by the property owner
- The variance is necessary for the preservation and enjoyment of substantial property rights
- The variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general (Section 307.A. of the Phoenix Zoning Ordinance).

**PROCEDURE FOR VILLAGE COMMITTEE  
ZONING CASE REVIEWS**

1. Staff will notify the Village Planning Committee chair of all pending zoning applications within the village.
2. Staff will provide the following information for cases to be reviewed by the Village Planning Committees:
  - copy of the rezoning application,
  - existing and proposed zoning,
  - existing and proposed use,
  - proposed intensity or density (dwelling units per acre, floor area ratio, lot coverage, height, etc.),
  - major character elements (landscaping, setbacks, special features, etc.)
  - staff recommendation
4. The Village Planning Committee is encouraged to give specific reasons for their recommendations and suggestions on how to improve the request.
5. The Village Planning Committee should adopt a motion for its recommendation and record with a roll call vote. The Village Planning Committees are advisory to the Planning Commission and the City Council. It is important that recommendation findings provide a clear understanding of their recommendation. On decisions important to the Village Planning Committee, the chair or other designated member is encouraged to present their recommendation at the Planning Commission and City Council hearings.

## APPENDIX A

### AGENDAS (per Open Meeting Law)

#### Contents of Meeting Notice (Section 6.4)

The public notice of meetings shall contain the following information:

- Identification of the public body
- The date, time, and place of meeting (specific street address and room number)
- All items to be discussed, considered and decided (See "Agendas" below)
- Reasonable accommodation information

#### Timing of Meeting Notice (Section 6.5)

The required notice of meeting must be posted at least twenty-four hours prior to the meeting.

The City's official bulletin board for posting notices is located on the ground floor on the west side of the City Hall Building, 200 West Washington.

#### Agendas (Section 7.2)

Agendas must "contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided."

The agenda must contain a list of "specific matters to be discussed, considered or decided at the meeting."

This requirement does not permit the use of agenda items such as "new business", "old business", etc. unless specific matters or items are identified.

The Open Meeting Law Act specifically provides that the public body may discuss, consider or decide only those matters listed on the agenda and "other matters related thereto." If a matter not specifically listed on the agenda is brought up during a meeting, discussion and decision on the matter must be deferred until a later meeting so that the item can be "specifically" listed on the agenda.

Committee members should study a booklet entitled "The Arizona Open Meeting Law" which explains the law in much greater detail. Staff will furnish copies to each member.



**NOTICE OF PUBLIC MEETING  
ESTRELLA VILLAGE PLANNING COMMITTEE**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **ESTRELLA VILLAGE PLANNING COMMITTEE** and to the general public, that the **ESTRELLA VILLAGE PLANNING COMMITTEE** will hold a meeting open to the public on **Tuesday, August 5, 2003 at 6:00 p.m. located in the Fowler School District Board Room, 1617 South 67<sup>th</sup> Avenue, Phoenix, Arizona.**

The agenda for the meeting is as follows:

1.	Call to Order.
2.	Review and recommendation of the June 3, 2003 minutes.
3.	Public comments.
4.	Proposal for General Plan Amendment at the NEC of 75th Avenue and Lower Buckeye, from Residential 3.5-5 du/acre, to Commercial. Yearly cycle of requests for General Plan Amendments will begin in August. Greg Vogel and Steve Smith will present. FOR INFORMATION ONLY. (10 minutes)
5.	Proposal for General Plan Amendment at the NEC of 67th Avenue and the Railway, south of Van Buren Street, from Commerce Park to Residential. Yearly cycle of requests for General Plan Amendments will begin in August. Tony Liddon or Jeff Beach will present. FOR INFORMATION ONLY. (10 minutes)
6.	Discussion and possible action regarding Rezoning Application <b>Z-45-01-7</b> located at the NEC of 99th Avenue and Lower Buckeye Road. Request to rezone 39 acres from S-1 to C-2 for commercial/retail. This item is scheduled for the Zoning Hearing Officer on August 18, 2003. (15 minutes)
7.	Discussion and possible action regarding Rezoning Application <b>Z-SP-9-03-7</b> located at the NEC of 83rd Avenue and Lower Buckeye Road. Request for Special Permit on 4.65 acres for mini-storage. This item is scheduled for the Zoning Hearing Officer on August 18, 2003. (15 minutes)
8.	Discussion and possible action regarding Rezoning Application <b>Z-64-03-7</b> located at approximately 1,200 feet north of the NEC of 107th Avenue and Broadway Road. Request to rezone 39 acres from S-1 to R1-10 PRD for single-family residential. This item is scheduled for the Zoning Hearing Officer on August 18, 2003. (15 minutes)
9.	Status report on projects, zoning cases, text amendments, general plan amendments and pending legislation. (10 minutes) <ul style="list-style-type: none"> <li>• Work Program – Manufactured Housing</li> </ul>
10.	Future agenda items.
11.	Adjournment.

For further information, please call Rachael Pitts, Planning Department at 602-256-5657 or visit our web-site for public meeting notices and agendas at <http://www.phoenix.gov/PUBMEETC/indxhtml.html>

For reasonable accommodations, call Theresa Damiani at Voice/602-262-6368 or TDD/602-534-5500 as early as possible to coordinate needed arrangements.

## APPENDIX B

### MINUTES (per Open Meeting Law)

#### Form and Access to Minutes (Section 8.1)

- Minutes must be written.
- The minutes of a public meeting must be available for public inspection within three (3) working days after the meeting.
- Minutes must be reduced to a form readily accessible to the public: typed or written in long hand.

#### Content of Minutes (Section 8.2)

The minutes of a public meeting must contain the following information:

- The date, time and place of the meeting
- The names of the members of the public body recorded as either present or absent
- Information regarding matters considered or discussed even though formal action or votes may not have been taken
- Names of persons making statements or presenting material and a reference to the matter about which they made statements or presented materials
- Names of persons proposing and seconding motions
- An accurate description of all actions proposed, discussed or taken, and the numerical breakdowns of how the body voted by name: in favor, against, abstention.



**Estrella Village Planning Committee  
Fowler School District Board Room, 1617 S. 67<sup>th</sup> Avenue  
August 5, 2003**

MEMBERS PRESENT

Jonathan Andersen  
Randall Blecha, Chair  
Candy Carson  
Peggy Eastburn, Vice Chair  
Bill Gemmill  
Greg Newton  
Bob Riddle  
Conrad Spohnholz

MEMBERS ABSENT

Patricia Buckmaster  
Tyrell Jackson  
Daniel O'Brien  
(excused)

STAFF PRESENT

Shannon Adams  
Rachael Pitts

1.	<p><u>Call to Order:</u> 6:05 p.m. A quorum was present. New member Greg Newton was introduced.</p>
2.	<p>Review and recommendation of the June 3, 2003 minutes.  Approved unanimously.</p>
3.	<p><u>Public Comments:</u> Because of additional committee members and the number of agenda items, Randall Blecha gave suggestions of protocol for committee members to ask questions in order to expedite meetings.  Item #7 will be heard before item #4.</p>
7.	<p><u>Discussion and possible action regarding Rezoning Application <b>Z-SP-9-03-7</b> located at the NEC of 83rd Avenue and Lower Buckeye Road. Request for Special Permit on 4.65 acres for mini-storage. This item is scheduled for the Zoning Hearing Officer on August 18, 2003.</u> Paul Gilbert presented. This item is returning to the EVPC requesting a zone change from C-2 PCD to C-2 PCD SP for a mini storage. Mr. Gilbert stated they are in agreement with stipulation except for #1, General Conformance with site plan: Buildings must not be higher than 12 ft. The facility needs the flexibility to go to 13 ft. Candy Carson noted that the walls of the neighboring houses should be raised to match the height of the mini storage walls. Paul agreed. Approved unanimously.</p>
4.	<p><u>Proposal for General Plan Amendment at the NEC of 75th Avenue and Lower Buckeye, from Residential 3.5-5 du/acre, to Commercial. Yearly cycle of requests for General Plan Amendments will begin in August. Greg Vogel and Steve Smith will present. FOR INFORMATION ONLY.</u> Mark Steele of Leads, Inc. presented. This amendment will be that 18 acres of vacant land be changed from 3.5-5 du/acre to commercial. This location is across from Swift and adjacent to the school. The committee members all feel that a commercial use across from Swift would act as a good buffer and is in favor of this amendment.</p>

5.	<p><u>Proposal for General Plan Amendment at the NEC of 67th Avenue and the Railway, south of Van Buren Street, from Commerce Park to Residential. Yearly cycle of requests for General Plan Amendments will begin in August. Tony Liddon or Jeff Beach will present. FOR INFORMATION ONLY.</u></p> <p>Brad Wiley of Great Western Homes presented. This item originally came before the EVPC to request a change from residential to commercial. The committee was in favor of keeping the residential designation, and denied the request. The area went commercial despite the committee's vote. It is now returning to the committee as a request to change back to residential from commercial. There is no site plan at this point. The committee is in agreement with the request.</p>
6.	<p><u>Discussion and possible action regarding Rezoning Application <b>Z-45-01-7</b> located at the NEC of 99th Avenue and Lower Buckeye Road. Request to rezone 39 acres from S-1 to C-2 for commercial/retail. This item is scheduled for the Zoning Hearing Officer on August 18, 2003.</u></p> <p>Jason Morris presented. This site is near the Tolleson Wastewater Treatment Plant, and the Country Place PCD. A large city of Phoenix complex is planned adjacent to the site that will include a park, fire training facilities, a police station, and other city uses. In order to compliment and maintain design features of the neighboring 40 acre city park, specifics on design are not currently available, as the city has not provided design/lay-out of the park. Applicant would like to partner with the city for a trails system within the drainage conveyance channel, and to preserve the pecan groves as much as possible. Commercial development in this area would capture tax revenue from residents of Avondale, Tolleson, and other surrounding cities. There was much discussion regarding the preservation of the pecan groves and also concern regarding traffic flows within the round about. Jason noted that the Country Place traffic study will be revisited. It is estimated that the park will attract one million users per year. Committee members expressed the need for accessibility of shops and restaurants from the neighboring park. Staff Stipulation #5 requiring a landscaped area at the corner of 99th Avenue and Lower Buckeye Road presents challenges because of the shape of the roundabout intersection. The applicant will continue to work with city staff to find a solution that works.</p> <p>Approved unanimously</p>
8.	<p><u>Discussion and possible action regarding Rezoning Application <b>Z-64-03-7</b> located at approximately 1,200 feet north of the NEC of 107th Avenue and Broadway Road. Request to rezone 39 acres from S-1 to R1-10 PRD for single-family residential. This item is scheduled for the Zoning Hearing Officer on August 18, 2003.</u></p> <p>Jason Morris presented. This request is for a 40 acre gated community featuring 105 Richmond American Homes. Lot size is typically 75' x 120'. Jason noted that the first houses within the community will be set back from the gate to reduce traffic disturbances to homeowners. Trails are available to access neighboring schools which would help avoid pedestrian traffic along the streets. There will be three gates to the community: one main vehicular/pedestrian gate, and two pedestrian gates. Emergency vehicles will also have electronic access to pedestrian gates. Candy Carson was concerned with the placement of the tot lot inside of the main gate due to traffic. Jason noted that amenities should be centrally located for the community. The tot lot is 1/3 of the way into the community and is not accessible by vehicle. Traffic and speed control measures will also decrease speeds.</p>

	Approved unanimously.
9.	<p><u>Status report on projects, zoning cases, text amendments, general plan amendments and pending legislation. Work Program – Manufactured Housing</u>  Rachael gave a heads-up regarding upcoming items including a request to change a school site S-1 to R-16 PCD at Durango &amp; 87<sup>th</sup> Ave.</p> <p>A dedicated manufactured housing hearing will be set up with ZHO. Conrad will present and designate lots for manufactured homes. Fees will be waived for these lots.</p> <p>Randall Blecha noted he and Peggy Eastburn have attended planning commission meetings on behalf of the committee when there is objection to an item, but others on the committee need to also be proactive in attending.</p> <p>Peggy announced that she will be representing the EVPC as a member of the Citizens Advisory Committee for the West Van Buren Environmental Study.</p>
10.	<p><u>Future Agenda Items</u>  None</p>
11.	<p><u>Adjournment</u>  Adjourned at 7:45 pm</p>

## APPENDIX C

### ROLE OF THE VILLAGE PLANNER

The village planner's role is to promote the goals of the city and the village community for the growth, development and preservation of the land use and character of the village. By understanding the existing conditions, needs, trends and goals in the village and city, the village planner aids city staff, elected and appointed officials, the village planning committee, and interested citizens and investors in making decisions that are in the best interest of the village and the city. The village planner's role is to educate, inform, facilitate, and guide.

#### Duties of Village Planners

- Work with Village Planning Committees to formalize staff-initiated village work program for the year. This program could include inventories, specific background studies, needs assessment and program identification and prioritizing for annual budget or bond program funding proposals within limitation of budget and staffing.
- Direct or participate in area planning studies, neighborhood plans and other research occurring in the village.
- Work with committee chair to develop monthly village planning committee agenda to include rezoning and general plan amendment cases for review, village planning committee work program items as appropriate and outside requests. (There should be a cursory review of future agenda items at the prior month's meeting to determine desirability.) Develop tracking mechanism of matter that needs to be reviewed and the triggering events to bring them forward.
- Attend formal rezoning pre-application meetings for village cases when appropriate. Otherwise, confer with staff member conducting the meeting beforehand to review specifics of the case and convey input.
- Provide input in village issues and concerns to Development Services site planner for their pre-application meetings.
- Prepare rezoning and general plan amendment staff reports per scheduled due dates for cases files within village. Work with staff of other departments to define issues and measures to be mitigated or addressed. As necessary, negotiate staff position with the applicant and neighborhood interests.
- Attend, and in some instances conduct, rezoning post-application meetings for village cases.
- Review and provide appropriate comments on development plans filed with the Development Services Department (DSD), the county or other jurisdictions as well as the program efforts of other departments.
- Take the necessary steps to resolve or mediate development proposals and city related issues that arise within the village at the village level.
- Organize a community needs assessment process through which village residents and property owners are encouraged to identify their priorities for improving the livability and economic vitality of the village. Help the committee prioritize a capital needs list for their village.

- Provide orientation for new members using the village planning committee training video, the updated handbook and other materials. Provide training for all committee members on specific topics requested or needed on a periodic basis. Include information on annual development trends in the village and city and changes in city policies.
- Keep management and team informed of important business within the village and transmit results of village meeting to team secretary, all planners and council offices the next day.

## **APPENDIX D**

### **ACTIVITIES OF DEPARTMENTS THAT WORK CLOSELY WITH THE PLANNING DEPARTMENT**

#### **Mayor's Office and City Council Office**

##### **City Manager's Office**

Historic Preservation Commission and Staff

##### **Community and Economic Development**

Central City  
Business Development  
Small Business Assistance  
Workforce Development  
Civic Plaza and other Facility Management

##### **Development Services**

Subdivision Plat Review  
Site Plan Review  
Design Review  
Building Permit Issuance

##### **Downtown Development Office**

Central City

##### **Neighborhood Services**

Zoning Enforcement  
Neighborhood Notification  
Neighborhood Fight Back Program  
Neighborhood Initiative Areas and Redevelopment Areas  
Housing Rehabilitation Programs  
Community Development Block Grants  
Graffiti Busters and Tool Lending  
Lead Hazard Removal

##### **Parks and Recreation**

Parks Development  
Golf and Tennis Facility Development and Management  
Youth Recreation Programs and Centers  
General Recreation Programs  
Community Centers  
Parks Maintenance  
Archaeological Programs and Management of Pueblo Grande  
Mountain and Desert Preserves  
Trails

##### **Street Transportation**

Street Classification  
Rights-of-Way Needs and Alignment  
Street Design and Standards  
Street Lighting  
Street Improvement Districts  
Freeway Coordination  
Bikeways  
Street Maintenance  
Flood Plain Management  
Revocable Permits for Using the Right-of-Way  
Traffic Safety  
Residential Parking Permits  
Neighborhood Traffic Management  
Parking Meters

## RESOURCE MATERIALS FOR VILLAGE COMMITTEE MEMBERS

### **General City Administration**

City organizational chart  
Planning Department organizational chart  
Open meeting law pamphlet: City Clerk/Law Department  
Conflict of interest memo: Law Department  
Planning Department web site

### **General Plan Information/Background**

General Plan map, summary of 16 elements  
Council district/village map  
Area plans: including specific, redevelopment, special planning district, core and corridor plans in subject village  
General Plan amendment procedures

### **Rezoning/Plans Review**

Zoning ordinance summary sheets  
Rezoning process explanation  
Rezoning application submittal requirements  
Urban village model

### **Transportation**

Maricopa Association of Governments regional transportation system map  
City of Phoenix existing street classification map  
City of Phoenix rights-of-way standards map  
City of Phoenix 6 Year Major Streets Plan  
City of Phoenix freeway/parkway summary of status, contact agencies  
Public transit routes

### **Other**

Water conservation material  
Annual Planning Department and Planning Commission report, census data sheets by village

Adopted July 23, 1986 by Resolution 16870

### **Amended:**

3/14/90 by Resolution 17654  
10/10/90 by Resolution 17768  
11/6/91 by Resolution 17932  
7/8/92 by Resolution 18065  
4/21/93 by Resolution 18168  
6/1/94 by Resolution 18353  
5/8/95 by Resolution 18479  
5/14/97 by Formal Action  
8/27/97 by Resolution 18946  
12/15/99 by Resolution 19361  
1/8/03 by Resolution 19896  
11/10/04 by Resolution 20171  
3/16/05 by Resolution 20215  
11/1/06 by Resolution 20430  
2/14/07 by Resolution 20462 - Reconsidered on 3/7/07